

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. STUDASTE

**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Student Assistant-E	<b>10. Division</b> Information Management Division
<b>5. Working Title (What the agency calls the position)</b> Legal Student Assistant	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> AIMEE CROUCH; DEPARTMENTAL SPECIALIST-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> PAGRATIS, BRAD E; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Allegan St, Lansing Michigan / Varied Schedule

**14. General Summary of Function/Purpose of Position**

This position is exposed to a variety of areas of law and work across all divisions of the Department of Environment, Great Lakes, and Energy. The position works under the direction of the Legal Specialist in the Information Management Division and assists with various legal issues of the Department. The position assists in managing the litigation holds for the Department. Additionally, the position assists with discovery, subpoena response, Freedom of Information Act (FOIA) requests, and legal research.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 90**

Provide support and assistance to Legal Specialist, support staff, and other professionals.

**Individual tasks related to the duty:**

- Provide support conducting discovery through custodian interviews, document collection, and review.
- Assist with responding to agency subpoenas for records and provide support to staff responding to subpoenas for witness testimony.
- Assist with managing the hundreds of litigation holds for the Department, including record management, tracking and data entry for cases and staff subject to legal holds.
- Conduct data cleanup and quality assurance reviews on multiple legal tracking data sets.
- Assist with tagging, reviewing, and organizing records for production.
- Assist with document review for privileges, PII, or other sensitive information and propose redactions in line with the court rules and FOIA, as appropriate.
- Assist with the review, drafting, or editing of internal policies and procedures with an eye for statutory compliance.
- Assist with record management for routine administrative records as well as subpoena records, litigation records, and other legal matters of the Department.

**Duty 2**

**General Summary:**

**Percentage: 10**

Other duties as assigned.

**Individual tasks related to the duty:**

- Conduct legal research using Westlaw or Lexis.
- Present findings to supervisor and other Department leadership as needed.
- Assist with departmental functions as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

As a legal student assistant, decision-making authority is limited to routine decisions (e.g., appropriate resources for research activities; formatting of internal working documents, legal tracking and data entry).

17. Describe the types of decisions that require the supervisor's review.

More significant matters require review by the supervisor, including, but not limited to, assertion or waiver of privilege, redaction of sensitive information, drafting of affidavits, memoranda, or agreements, and production of records related to discovery, subpoena, or FOIA request.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The work is performed in a typical office setting requiring some sitting, standing, bending and the extended use of a computer.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

**Additional Subordinates**

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

**23. What are the essential functions of this position?**

This position requires independent judgment and discretion, as well as knowledge of applicable areas of law, and therefore requires enrollment in law school. This position is responsible for supporting the Legal Specialist in responding to issues that impact the Michigan Department of Environment, Great Lakes and Energy leadership and staff, especially those subject matters listed above. This position assists with managing the litigation holds for the Department and with the collection, review, and production of records related to discovery, subpoena, or FOIA request.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New position

**25. What is the function of the work area and how does this position fit into that function?**

The Information Management Division is responsible for evaluating internal processes, developing and implementing processes to support business needs, and assuring information is maintained effectively to support transparency and effective internal processes. This includes managing processes associated with data management, website content, FOIA requests, GIS, and policy/administrative rule making, as well as the coordination and implementation of legal support services for the Department. This position assists with legal support services for the Department.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Current enrollment in high school, vocational or technical school, or post-secondary educational institution.

**EXPERIENCE:**

**Student Assistant A**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Familiar with Microsoft Office applications. Ability to adapt to a fast-paced, constantly changing environment. Ability to meet strict deadlines based on business needs and legal requirements. The individual must also be able to communicate verbally and in writing ideas, concepts and requirements to a wide range of audiences. Knowledge of techniques used in the collection, organization, and tracking of legal data. Ability to communicate effectively with supervisor and with others. Time management and attention to deadlines.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current enrollment in Law School.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None

***I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
RYAN STARKWEATHER

Appointing Authority

\_\_\_\_\_  
5/24/2024

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date